

**LANDLORD LIEN**

Wisconsin Department of Commerce

**Submit this statement with the Certificate of Title, form SB-10687, for each manufactured home.**

Personal Information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m)].

This lien procedure should be followed for situations in which a tenant moves and leaves a manufactured home on the premises in accordance with s.704.05(5) Wis. Stats.

Owner / Tenant FULL Name	Manufactured Home Serial Number	Year	Make	Size Body Length X Width
Manufactured Homes Is Located At: Address	City	State	Zip Code	County
				HUD Numbers

I checked the official manufactured home records for the state in which the home is registered and obtained the names and addresses of the owners and any lien holders of record who may claim an interest in the home. I gave each owner, tenant, and lien holder a statutory notice at least thirty (30) days prior to selling or junking the home. The notices included the charges remaining unpaid and stated that unless the home was claimed and the charges paid within thirty (30) days of notice, the home would be sold or junked to pay the charges in accordance with s.704.05 Wis. Stats.

**See guidelines on back.****ENCLOSE TRANSFER FEE OF \$23**

<b>Seller's Business Name</b>	<b>Manufactured Home Community Name</b>	<b>Community ID Number</b>
<b>Address</b>	<b>Address</b> (If different than Seller Address)	
<b>City, State, Zip Code</b>	<b>City, State, Zip Code</b>	
<b>(Area Code) Telephone Number</b>	<b>(Area Code) Telephone Number</b>	
<b>Purchaser Name</b>	<b>Address Where Sale Took Place</b>	
<b>Address</b>	<b>Sale Price</b> (Required to process title application)	
<b>City, State, Zip Code</b>	<b>Sale Type</b> (Required to process title application)	
<b>(Area Code) Telephone Number</b>	<input type="checkbox"/> Private - Date: _____	
	<input type="checkbox"/> Public - Date: _____ Time: _____	

**Disposition of Manufactured Home (Check one)**☐ Junked☐ Title in Business Name☐ Sold to Purchaser Identified

I, the seller, certify that to the best of my knowledge the information contained on this document is true and correct. I agree to protect and indemnify the Wisconsin Department of Commerce in any claim arising out of the issuance of title in the name of the purchaser at sale on the above-described manufactured home. I also certify with my signature that to the best of my knowledge the information and statements on this application are true and correct.

\_\_\_\_\_  
(Seller Business Representative Signature)\_\_\_\_\_  
(Date)

NOTE: This document is given to the Wisconsin Department of Commerce for the purpose of either junking the above described home of record or transferring title to the home on the records of the Department. Falsifying information given in this document could result in a fine of up to \$10,000 and imprisonment for up to five (5) years, or both.

## GUIDELINES

Follow the guidelines below to enforce a landlord lien.

### Eligibility

In the absence of any written agreement to the contrary within 10 days, if a tenant moves from the premises and leaves a manufactured home, the landlord may store the home on or off the premises, with or without notice to the tenant. The landlord has a lien on the home for his actual cost of removal and/or reasonable storage fees. This lien applies to any property left on the premises by the tenant, whether it is owned by the tenant or others. This lien has priority over any ownership or security interest. The landlord may enforce the lien by selling the manufactured home.

### To Verify Ownership

Wisconsin manufactured home – you may use form SBD-10752, Manufactured Home / Owner Record Information Request.

Another jurisdiction – contact the state where the home is currently registered.

### Notify owners, tenants, and lien holders of record of intent to enforce lien by sale of manufactured home

In addition to the notification to the tenant by general mail required by s. 704.05 (5), we suggest you also send written notice by certified mail, "Return Receipt Requested" to the owners, tenants, and any lien holder of record notifying them:

- the home will be sold if it is not claimed and the outstanding charges paid within 30 days, and
- of the home description by identification number, year, make, body length, and body width; and
- of the date, time, and location of a public sale  
OR  
of the date a private sale will be held.

**Note:** You may want to have in your possession either the returned receipt (green card) signed showing the notice was received or the entire notice returned marked, "Undeliverable."

### Noncompliance

If the manufactured home is not claimed within 30 days from the date you mailed the notice, you may sell it in accordance with the notice.

### To sell the manufactured home

The manufactured home sale may be either public or private. The law requires that the sale be made under fair market conditions and in a manner which would obtain a fair value for the home. An example of a public sale is an auction. A private sale would be the sale to a used manufactured home dealer without offering it to the public. The lien holder(s) of record may purchase the home only at a public sale.

Furnish the buyer with this completed form indicating you are selling the manufactured home.

**CAUTION:** Be sure to retain a photocopy for your records.

### To obtain a title for the manufactured home (you or a buyer)

Submit:

- this completed form; and
- SBD-10687 (Wisconsin Manufactured Home Certificate Application) and applicable fees.

**Note:** A home sold and transferred as a result of a landlord lien does not require the previous owner's consent and will not show any previous liens.

### Mail To:

Wisconsin Department of Commerce  
Division of Safety and Buildings  
Manufactured Home Unit  
PO Box 1355  
Madison, WI 53701-1355

### Photocopying:

**If photocopying this form, both sides must be copied or the application will be refused.**

### Questions:

Call (608) 264-9596 between 8:00 a.m. and 4:30 p.m. Monday through Friday.